



**LOS ANGELES UNIFIED SCHOOL DISTRICT
ADVANCED LEARNING OPTIONS
GIFTED/TALENTED PROGRAMS**

Please note this is a synchronous online course which meets the fifteen-hour in-seat portion of the salary point class and provides fifteen hours of GATE professional development. If you are not able to attend all fifteen hours (two days), please go to MyPLN and withdraw so someone on the waitlist can attend. It is the expectation of Gifted/Talented Programs, Advanced Learning Options, that each participant will adhere to the norms listed. Adherence to these best practices will help create and maintain a safe, secure, and professional learning environment for all participants.

Zero-Tolerance Policy

This class is an L.A. Unified sponsored event. It is the District expectation that all employees will abide by high ethical standards in all work-related activities (Code of Ethics). The District has a zero-tolerance policy for nudity, profane/obscene language, drug/alcohol consumption or obscene acts during District-sponsored events. Employees are prohibited from being under the effects of alcohol or any controlled substance while performing their job duties or at work or any District-sponsored event. District policy will be enforced. If there is reasonable belief that a participant has violated the Code of Ethics, the participant will be advised of such, immediately removed from the session, and the appropriate District office(s) will be notified. Violations of any provision of the Code of Ethics may result in administrative or disciplinary action.

All participants should review BUL-999.13 Responsible Use Policy for District Computer and Network Systems, dated March 15, 2019. To access the bulletin, click this link, [BUL-999.13](#). If accommodations are needed, please contact Dr. Lucy Hunt, Gifted/Talented Programs, at lhunt@lausd.net at least two days prior to the event.

Virtual Salary Point Class Norms

1. Log in a few minutes ahead of time. The scheduled start time is when the session begins, not when one should problem-solve their connection.
2. Turn your camera on for the duration of the class (except during scheduled breaks) and position it properly.
3. Wear professional attire.
4. Mute your microphone unless speaking.
5. Find a quiet, well-lit area away from distraction and noise to take the class. (Turn off notifications, close or minimize running apps, and mute your smartphone.)
6. Limit movement with your device; stay in one spot as much as possible.
7. "Raise hand" sidebar function will be utilized in groups larger than ten. Wait your turn to share.
8. Do not eat, drink or do other private things while on camera or speaking. (Breaks are provided.)
9. Listen attentively to other participants.
10. Avoid multi-tasking.
11. Actively participate in class and "be fully present" throughout the class (breakout rooms, chats, polls, projects, design, singing, dancing, etc.).
12. Ground statements in evidence and take an inquiry stance.
13. Assume positive intentions from others and be cognizant of how your contributions may be perceived.
14. Use the "chat" feature for questions and comments, as appropriate.

Approved by: AG Arzie Galvez, Director, Advanced Learning Options